



**COMMISSION ON CORRECTIONAL PEACE OFFICER
STANDARDS AND TRAINING**

APPROVED

**Curriculum Review Committee Meeting
Wednesday, March 12, 2003
CPOST Headquarters**

In Attendance:

Lt. Pietro DeSantis II, Committee Chairperson	Ms. Vickie Skidmore, YATC
Dr. Paul Bestolarides, Committee Member	Ms. Venus McDowell, YATC
Ms. Mary McElhannon, Committee Member	Ms. Sally Mogan, YATC
Ms. Shirley Hanes, P&CSD	Mr. Gary Parks, YATC
Ms. Monique Ford, CPOST (Recorder)	Ms. Sherry West, ODT
Ms. Paula French, CPOST	Mr. Mike Jaime, ODT
Ms. Linda Mobery, CDC Parole	
Mr. Rick Winistorfer, CDC Parole	
Mr. Tom Rowe, CDC Parole	
Ms. Mary Wakefield, YATC	

Committee Member(s) Absent:

Mr. Doug Peterson, Committee Member

I. Introductions

The Curriculum Review Committee meeting was held on Wednesday, March 12, 2003 at CPOST Headquarters, 3161 Dwight Road, Elk Grove, CA. The Committee Chairperson, Lt. DeSantis, and recorder, Monique Ford, were present. A quorum being present, the meeting was called to order at 9:16 a.m. Introductions followed.

II. Draft Minutes From Previous Meeting

Lt. DeSantis called for corrections to the minutes from the February 19, 2003 Curriculum Meeting. Lt. DeSantis moved that the minutes be approved as written, and the motion was seconded. A vote was taken; the motion carried.

III. Lesson Plan Reviews

CYA - Basic Academy

❖ Gang Awareness: Module I

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ Secure Area Extraction

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

P&CSD

❖ Parole Agent Safety Tactical Training

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

IV. Corrected Copies

CYA

❖ Labor Relations

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

CYA- Supervisors

Lt. DeSantis moved to recommend Full Approval for the following lesson plans; motion was seconded. A vote was taken and the motion passed.

- ❖ Americans With Disabilities (Course Schedule)
- ❖ Analyzing Your Strengths (Course Schedule)
- ❖ Budgets (Course Schedule)
- ❖ Conflict Resolution (Course Schedule)
- ❖ Corrective and Adverse Action (Course Schedule)
- ❖ Department Mission and Values (Course Schedule)
- ❖ Equal Employment Opportunity (Course Schedule)
- ❖ Facilitation and Meeting (Course Schedule)
- ❖ Health and Safety (Course Schedule)
- ❖ Inappropriate Relationships (Course Schedule)
- ❖ Interpersonal Relationships and Communication Skills (Course Schedule)
- ❖ Labor Relations (Course Schedule)
- ❖ Management of Stress (Course Schedule)
- ❖ Managing and Using Technology (Course Schedule)
- ❖ Performance Appraisals (Course Schedule)
- ❖ Performance Standards (Course Schedule)
- ❖ Personnel Practices (Course Schedule)
- ❖ Planning and Organizational Skills (Course Schedule)
- ❖ Preventive Action (Course Schedule)
- ❖ Risk Management (Course Schedule)
- ❖ Role of the Supervisor (Course Schedule)
- ❖ Victim Awareness (Course Schedule)
- ❖ Workplace Violence Prevention (Course Schedule)

BCOA

❖ **Staff Rights, Responsibilities, and Expectations**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

❖ **Emergency Operations Plan/Alarm Response for Basis Correctional Officer Academy**

Lt. DeSantis moved to recommend Full Approval; motion was seconded. A vote was taken and the motion passed.

V. Other Business

Lt. DeSantis informed the Committee of the items he will be adding in his report.

VI. Adjournment

There being no further business or discussion, the meeting was adjourned at 10:20 a.m.

Monique Ford
Student Assistant, CPOST
Recorder